

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

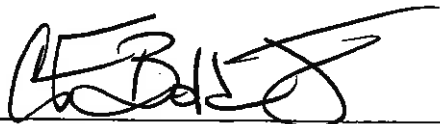
CHARTER OF THE

INTERNATIONAL SPACE STATION NATIONAL LABORATORY ADVISORY COMMITTEE

1. **Official Designation:** The International Space Station National Laboratory Advisory Committee (INLAC, the "Committee").
2. **Authority:** This Committee is established under Section 602 of the National Aeronautics and Space Administration (NASA) Authorization Act of 2008 (P.L. 110-422 codified at 51 U.S.C. §70906). The NASA Administrator hereby renews the Committee's charter, pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.
3. **Scope and Objectives:** In accordance with 51 U.S.C. §70906, the Committee shall monitor, assess, and make recommendations regarding effective utilization of the International Space Station (ISS) as a national laboratory and platform for research. The Committee shall also perform such other duties as the NASA Administrator may request.
4. **Description of Duties:** The Committee will function in an advisory capacity to the NASA Administrator and will comply fully with the provisions of FACA.
5. **Official to Whom the Committee Reports:** The Committee reports to the NASA Administrator. Any subcommittees report to the Committee. Task forces that are formed report to the Committee or a subcommittee as specific in the terms of reference for that specific task force. In accordance with 51 U.S.C. §70906, the Committee shall submit to the NASA Administrator, on an annual basis or more frequently as considered necessary by a majority of the members of the Committee, a report containing the assessments and recommendations required by Section 3.
6. **Support:** NASA shall provide staff support and operating funds for the Committee. Specifically, the Human Exploration and Operations Mission Directorate, NASA Headquarters, will provide administrative support and the NASA Johnson Space Center will provide staff support to the Committee.
7. **Estimated Annual Operating Costs and Staff Years:** The estimated annual operating costs will be approximately \$150,000, including 0.5 full-time equivalent for NASA civil servant staff support, technical report writing, travel, and meeting logistics support. In addition, contractor support may be utilized as appropriate.
8. **Designated Federal Officer (DFO):** The Executive Director of the Committee shall be appointed by the NASA Administrator and shall serve as the DFO. The DFO must be either a full-time or a permanent part-time employee who must call, attend, and adjourn committee meetings; approve agendas; maintain required records on costs and membership; ensure efficient operations, maintain records for availability to the public; and provide copies of the

Committee reports to the NASA Committee Management Officer for forwarding to the Congress. The DFO shall work closely with the NASA Office of the General Counsel (OGC) to ensure that all potential members (i.e., nominees) for the Committee, subcommittees, and task forces complete the mandatory Office of Government Ethics financial disclosure reports and receive full ethics vetting and clearance by OGC prior to formal appointment by NASA. In addition, the DFO shall ensure that all appointed members of the Committee, subcommittees, and task forces shall file mandatory financial disclosure reports (annual and otherwise) and shall receive the mandatory ethics training by OGC on an annual basis. The DFO shall refer any issues that may arise relating to potential conflicts of interest or other ethics matters to OGC for resolution.

9. **Estimated Number and Frequency of Meetings:** There will be approximately two Committee meetings held each year to perform the duties as described in Section 3. Meetings shall be open to the public unless it is determined that the meeting, or a portion of the meeting, is not covered by FACA, or will be closed in accordance with the Government in the Sunshine Act.
10. **Duration:** In accordance with 51 U.S.C. §70906, the Committee shall exist for the life of the ISS.
11. **Termination:** The Committee shall terminate at the end of the life of the ISS.
12. **Membership and Designation:** In accordance with 51 U.S.C. §70906, the Committee shall be composed of the individuals representing organizations who have formal agreements with NASA to utilize the United States (U.S.) portion of the ISS, including allocations within partner elements. The Administrator shall appoint a Chair from among the members of the Committee, who shall serve as Special Government Employees for a two-year term.
13. **Subcommittees:** Subcommittees, task forces, and/or work groups may be established by NASA to conduct studies and/or fact-finding requiring an effort of limited duration. Such subcommittees, task forces, and work groups will report their findings and recommendations directly to the Committee. However, if the Committee is terminated, all subcommittees, task forces, and work groups will also terminate.
14. **Recordkeeping:** The records of the Committee, formally and informally established subcommittees, or other subgroups of the Committee shall be handled in accordance with General Records Schedule 6.2, or other approved Agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C.552.
15. **Filing Date:** This Charter shall become effective upon the filing of this Charter with the appropriate U.S. Senate and House of Representatives oversight committees.



Charles F. Bolden, Jr.
Administrator
National Aeronautics and Space Administration



Filing Date